

### Chapter 3 GENERAL REQUIREMENTS RELATING TO LICENSURE

SUMMARY: This chapter explains the procedure for change of name and/or address; policy and procedure in regard to a lost license; and verification of Maine licensure to another state or country.

#### 1. Change of Name and Address

- A. The name of any licensee shall be changed on the records when the Board of Nursing receives written notification of the change in name.
- B. Notice of change of name and/or address shall be submitted by any licensee as promptly as possible.

#### 2. Loss of License

- A. In the event a license is lost, stolen, or destroyed, the licensee shall notify the Board of Nursing immediately in writing with an explanation of the circumstances.
- B. A duplicate license cannot be issued but, upon appropriate notification and receipt of a \$5.00 fee, the Board shall issue a licensee a card which confirms current licensure.

#### 3. Verification of Licensure to Another State or Country

Upon written request and receipt of a \$10.00 fee, the Board of Nursing shall verify licensure in Maine for a licensee who is an applicant for licensure in another state or country.

STATUTORY AUTHORITY: 32 MRSA 12153

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